

Paper Agency Form Usage:

- **Board and Commission Reporting Form** – Use this form to report all changes affecting a Board or Commission member.
- **Employee Change Form** – Use this form to submit changes made to an active employee's record.
- **Hire Form** – Use this form to hire an employee or transfer an employee to your agency.
- **Position Change Form** – Use this form to define characteristics for a new position or to change the characteristics of an existing position.
- **Employee Separation Form** – Use this form to separate an employee or transfer an employee out of your agency.

Instruction on How to Complete Forms:

So we can better serve our paper agencies, please fill out the entire form to ensure that your paperwork is handled promptly. Any omission of information on these forms may result in your form being returned to you without action due to "insufficient information."

- All forms must be signed by your agency's Appointing Authority.
- Forms may be mailed, faxed, or scanned and emailed to your assigned Employee Relations Consultant. Please do not submit duplicate forms unless your Consultant has requested you to do so.
- Allow four weeks for the entire process to be completed. If the updated information does not appear on monthly report currently being sent by the State Civil Service, please promptly contact your Consultant.

Common Terminology for Paper Agencies to Understand:

<u>Additional Pay Type:</u>	Payment in addition to employee's base salary
<u>Appointing Authority:</u>	The agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service
<u>Assignment End Date:</u>	The end date of the appointment type
<u>Boards and Commission Member:</u>	Appointments made by the Governor or local government in accordance with Louisiana statute
<u>Calculating Salary:</u>	Hourly * 80 = biweekly; Annual/26 = biweekly; or (Monthly *12)/26 = biweekly (for more detailed information on calculating pay, see Chapter 6 of the HR Handbook)

Common Terminology for Paper Agencies to Understand, cont...

Contract Type:

Contract types denote appointment types designated by State Civil Service. The contract types generally associated with the hiring of Paper Agency employees are as follows:

Classified Employees - Probational, Classified WAE (4.1d1), Permanent, and Job Appointment

Unclassified Employees – Unclassified Appointee, Unclassified Regular, Unclassified Temporary, Unclassified Director Approved (SCS), Unclassified Commission Approved (SCS), Board/Commission Appointment and Student Worker

True Temporary Appointments – Job Appointments and Unclassified temporary types (Classified WAE – 4.1d1 and 4.d2) with a defined end date for the contract

DPRL:

A list of permanent employees who have been laid off or relocated downward in accordance with Chapter 17, or permanent employees who have been reallocated downward as a result of business reorganization in accordance with Rule 5.6.1. Employees on such a list are given preferential hiring rights in the department or agency affected by a layoff for 2 years following the effective date of the layoff, relocation or business reorganization.

Hire Reason:

Civil Service rule allowing an agency to hire an employee

Job Title:

This title is established by State Civil Service

LaGov HCM (ISIS) Personnel Number:

Unique number generated by LaGov (HCM) when initially hired. LaGov HCM is what used to be called “ISIS HR”

Minimum Qualifications:

The minimum of the qualifications necessary for the job to which the employee is hired

Pay Rate:

The dollar amount the employee is being paid

Pay Reasons:

Indicate the SCS rule authority if you are paying your classified employees above the minimum hire rate of the pay range. **Unclassified employees** may be paid at the discretion of the agency.

Common Terminology for Paper Agencies to Understand, cont...

There are a number of ways that ***Classified employees*** may be paid, as follows:

(SCS Rule 6.5) Minimum Hire Rate – Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated

(SCS Rule 6.5b) Special entrance Rate – must be approved by the State Civil Service Commission at its next scheduled meeting after action is taken by the Director. An SER becomes the new minimum.

(SCS Rule 6.5g) Extraordinary Qualifications/Credentials – A provision to pay an employee at a rate above the minimum provided that:

- Such superior qualifications/credentials are verified and documented as job related
- The rate does not exceed the third quartile of the range for the affected job
- The rate is implemented in accordance with written policies and procedures established by the department
- The appointment is Probational or a job appointment

Pay Schedule:

There are six pay schedules in the Louisiana State Civil Service system, with each pay schedule having their own set of pay levels. The pay schedules are: AS, MS, PS, SS, TS and WS

Personnel Area:

Agency identification created by LaGov (HCM) for all state agencies. All paper agencies personnel area consists of three numbers and one letter, as follows:

Board and Commission-Plumbing Board	OB16
Housing Authorities-Minden Housing	OH65

Position Number:

The number generated by LaGov HCM for each position (classified and unclassified) in the state service.

Probation:

Test period for an agency to assess a new classified hire with a defined end date (no less than 6 months or more than 24 months); prior to employee gaining permanent status.

Common Terminology for Paper Agencies to Understand, cont...

<u>Student Worker:</u>	Must have a defined end date; must be enrolled in an accredited high school, college or university in State or State operated Technical college; agency must verify enrollment each semester.
<u>Unclassified Appointee:</u>	Employed at the discretion of the agency
<u>Unclassified Regular:</u>	Employed at the discretion of the Appointing Authority; Full-time employee (4.1d2); authority granted by SCS Commission not to exceed 5 years.
<u>Unclassified Temporary:</u>	Temporary with a defined end date (4.d1); employed at the discretion of the Appointing Authority granted by SCS Director.
<u>WAE:</u>	Classified and Unclassified WAE appointments are temporary, non-permanent appointments where employees are authorized to work up to 1245 hours in a 12 month period. Paper Agency staff should consult with the SCS Compensation Division for questions concerning WAE's

For a full list of terms/definitions, please look at [Chapter 1 of the State Civil Service Rules](#). You may also review the [HR Handbook](#) for more detailed information for many of these definitions/terms.

Employee Relations Consultant Paper Agency Contacts

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Additional Information

Additional information on SCS Rules, policies, and procedures can be found in the [HR Handbook](#), which is located on the main SCS website (www.civilservice.la.gov). Please contact your Employee Relations Consultant for any question you may have dealing with forms, SCS Rules, or any other situation that may be unclear.